GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

ITE&C Department – ePragati – Guidelines for Selection of High Calibre Professionals to e-Pragati Program - Orders – Issued.

INFORMATION TECHNOLOGY ELECTRONICS & COMMUNICATIONS (e-Governance) DEPARTMENT

G.O.Rt.No.14 Dated: 06.3.2017
Read:

GO.Ms.19 Dated: 28-9-2015 of ITE&C (eGov) Department.
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ORDER:

1. **Context:** Vide GO read above, the Government of Andhra Pradesh (GoAP) had approved the e-Pragati Program, with a view to take the e-Governance initiatives of the State to newer heights, by inducting the emerging technologies and adopting the Enterprise Architecture approach. e-Pragati is a Program that has been recognized as innovative, expansive and game-changing in its impact, when implemented fully. As the Program is chartering new territories in the areas of technology, management and implementation models, it is necessary that it has access to world-class professionals in the emerging areas of ICT (Enterprise Architecture, Cloud, Big Data, biometrics, mobility, blockchain etc), management, contracts, procurements, Public Private Partnerships, and public administration. All these talents may not be necessarily available with the Government. Hence there is a need for GoAP to induct professionals from industry and academia to work with the Government on **Sabbatical or Secondment** from their parent organizations.

   Secondly, a number of professionals, especially in the IT Sector, have expressed desire to participate in the development of the Sunrise State of Andhra Pradesh, by contributing in the areas of their expertise, on a voluntary basis, on a part-time or full-time engagement with specific projects. GOAP has felt the need to engage such **committed volunteers** in the development of the State, especially in the development and implementation of an innovative and mammoth program like e-Pragati.

   Thirdly, several academic institutions and young scholars have expressed a desire to contribute to the e-Pragati Program. GoAP is of the view that an **Internship Programme** will enable the Government to draw the rich and innovative ideas of the young Indian scholars with brilliant academic background from reputed academic Institutions in the country and abroad. At the same time, it will provide an opportunity to young scholars to contribute to a project of importance to the State and provide them an insight into working of the government.

2. **Objectives**: The objective and purpose of these Guidelines is to lay down the general principles and norms for inducting personnel

    a. on Sabbatical or Secondment from their parent organizations;

    b. as Volunteers, rendering free services without a remuneration and

    c. as Interns amongst students, who are about to complete their graduation or just completed the same.

3. **Definitions**: Unless the context requires otherwise, the following words shall have the meaning attributed to them in this section for the purpose of these Guidelines.

    a. **"GoAP"** means the Government of Andhra Pradesh;

    b. **"Parent Organization"** means the organization in which the person on sabbatical is employed with and receives his/her remuneration from.

    c. **"Applicant for Sabbatical/ Secondment"** is a person who wants to give services to and work with the GoAP, on a full-time or part time basis while on sabbatical from a Parent Organization, without seeking any remuneration from the GoAP.

    d. **"Volunteer"** is a person who wants to give services to the GoAP, either on a part-time basis or on a full-time basis, without any remuneration from the GoAP.

    e. **"Applicant on Internship"** is a person, who wants to work with the GoAP for mutual benefit, on a full-time basis with the sole purpose of enriching his or her knowledge in the area of expertise.

    f. **"Area of Expertise"** means the subject or area in which the Applicant possesses expertise of a very high order at the national or global level.

    g. **"Sponsoring Institution"** means the Academic Institution, in which the applicant for Internship is currently studying or has recently passed out.

4. **Invitation of Professionals interested in e-Pragati**

    (1) The GoAP shall publish a notification annually, for a period of 3 years commencing 2017, specifying its intention to induct professionals to work with it on the e-Pragati Program, as per the terms and conditions indicated in these guidelines.

    (2) Such notification shall specify the number of professionals needed under each of the 3 categories, namely, Professionals on Sabbatical, Professional Volunteers and Interns, and the period for which their services would be used.

(3) The notification shall also specify the areas of expertise in which the services of the professionals are needed, and the qualifications and experience that the applicants should have as indicated in the table below.

Table indicating the domain requirement along with other details of the proposed Resource Requirement

Sl No	Category of Professional/ Qualification	Area of Expertise	Number Proposed to be taken	Period
1	**Professionals (Industry OR Academician) on Sabbatical/ Secondment**	Enterprise Architecture	4	2 years
	• A Distinction in Graduation and Masters from an IIT/ NIT/ Reputed Foreign University • 10-15 years of post-qualification Experience • Employed in a reputed organization, with a standing of over 3 years. • Well-established professional achievements	Program Management	2	2 Years
		Cyber Security	2	2 Years
		Big Data	1	2 Years
		Cloud	1	2 years
		Social Media	1	2 years
		Data Governance	1	2 Years
		Other areas as may be specified	3	2 years
	TOTAL		**15**	
2	**Volunteers** • A Distinction in Graduation and Masters from an IIT/ NIT/ Reputed Foreign University • 10-15 years of post-qualification Experience in a reputed organization. • Well-established professional achievements	As above	10	3 years
3.	**Interns** • A distinction in the Graduation and/ or Masters from IIT/NIT/IIM/ Reputed Foreign University during the last 3 years OR studying in such institution in the last year of the course, with distinction till the previous semester • Sponsoring by the Academic Institution	As above	3 Batches of 10 every year	3 months / batch

5. **Criteria and Methodology for Selection:** The GoAP will adopt the following methodology for deciding if an Applicant can be accepted to work with the GoAP on e-Pragati Program.

   a. GoAP shall constitute 2 Selection Committees, comprising of officials from the departments of ITE&C and Technical Education and faculty from the Universities. One Committee for selection of Professionals & Academicians on Sabbatical/Secondment, Volunteers and another committee for selection of interns.

   b. The Committees shall screen, evaluate and rank the applicants in descending order of their fitment and suitability for discharging responsibilities and / or contributing to the areas of expertise specified in the notification.

   c. The Committees may choose to interview the candidates to assess their aptitude and motivation for rendering the services of the highest quality with commitment and dedication.

   d. The Committee entrusted with the selection of professionals on Sabbatical / Secondment shall also satisfy itself that there is no conflict nor would a conflict likely arise if the selected professional is deployed in the areas of expertise.

   e. After going through the process specified above, the competent authority of GoAP will issue an offer letter along with the specific role for the professionals recommended by the respective Committees. **The offer letter does not amount to an appointment under the GoAP nor confer any right to preferential treatment in any future employment in GoAP.**

   f. The selected professionals should have the necessary approvals and authorizations from their Parent Organizations in order to be on sabbatical and work with the GoAP prior to the person joining the GoAP.

6. **Code of Conduct:** A professional appointed on Sabbatical/Secondment, a volunteer or as an Intern shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

   a. He/ She shall follow the Rules and regulations of the GoAP that are in general applicable to the employees of the comparable category of GoAP.

   b. He / She shall follow the confidentiality protocol of the GoAP and shall not reveal to any person or organization confidential information on the GoAP, its work and its policies.

   c. In general, he/she may not represent the GoAP *vis a vis* third parties, except when specifically authorized by the competent authority to so interact with third parties depending on the nature of their roles and responsibilities.

d. Interaction with third parties, if permitted by the GoAP, should be need based; in particular there shall be no interactions with the media (print and electronic).

e. He / She may, with the prior permission of the GoAP, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to the GoAP cannot be revealed under any circumstances.

f. Any papers and documents written and/or published by the Applicant should carry the caveat that the views are his/her personal views of and do not represent or reflect the views of the GoAP.

g. He/ She shall develop work plans and work schedules in consultation with their supervisor and will adhere to the same.

h. He/ She will conduct themselves professionally in his/her relationship with the GoAP and the public in general.

i. He/ She will be required to submit a report of his/ her work prior to leaving the Authority.

7. Remuneration:

(1) The salary, allowances and statutory payments on account of the professional on sabbatical / secondment with GoAP shall be borne by his/ her parent organization.

(2) The Volunteers shall provide their services free to GoAP.

(3) The GoAP shall pay a stipend of Rs 10,000 p.m for the Interns.

(4) GoAP shall bear the cost of permitted travel undertaken by a professional as part of the responsibility entrusted under these guidelines.

8. Termination:

Either the **person on Sabbatical/Secondment, Volunteer or Intern,** or the GoAP may terminate the relationship under any one of the following situations:

(1) The GoAP may disengage the person if the it is of the view that his/her services are no more required.

(2) GoAP may terminate the services of the person on sabbatical or volunteer or intern at any time without assigning any reasons and with immediate effect.

(3) If the person on sabbatical or a volunteer decides to disengage from the GoAP, he / she should provide a prior notice of four weeks to the competent authority.

(4) Upon termination, the person on sabbatical or a volunteer must hand over to the GoAP, any papers, equipment, badges, IDs or other assets which might have been given to him / her by the GoAP in course of his / her work with the GoAP.

9. **Power to Remove Difficulties:** In case of any conflicts/ disputes, the decision of Govt. of A.P. shall be final.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.VIJAYANAND
PRINCIPAL SECRETARY TO GOVERNMENT(FAC)

To
The CEO, e-Gov. Authority.
The CEO, e-Pragati.

Copy to:
OSD to Hon'ble Minister, IT
OSD to Addl. Secretary to Hon'ble CM
PS to Prl. Secretary, IT,E&C Dept.
PS to Advisor (eGov, Ele & IT)
PS to Spl.CS, Finance Dept

// FORWARDED :: BY ORDER //

SECTION OFFICER